

Silver Flag Exercise Site

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Deployed Contracting Support



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**Pat Procurement
Contracting Team
Lead**



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Overview

- **Roles and Responsibilities**
 - **The Contingency Contracting Officer (CCO),
The Comptroller (FM) and The Customer (You)**
- **The Contracting Process**
 - **From Concept to Completion**
 - **Form 9's: FM (Room 107), then to CONS (Room 110)**
- **The AF Form 9 and Contracting Methods**
- **Typical Deployed Requirements**
- **Sole Source / Brand Name Justifications**
- **Unauthorized Commitments / Ratification Process**

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Roles and Responsibilities

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#1 Priority: Mission Support -- Quickly, Smartly, Legally

- **A Contracting Specialist role in a deployed environment is to provide contingency contracting in supporting joint U.S and allied forces. We do this by procuring equipment, supplies, services, and construction in a timely manner.**
- **We serve as business advisors that is we advise you, the customer, on how to purchase your requirements with a “best value” determination; all the while by interpreting and enforcing Federal Laws and regulations.**

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The Contracting Process

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- **Purchase Request Documents**

- ***AF Form 9, Request for Purchase (Local Purchase)***

- Services or Supplies that are typically available to the public
 - Prepare documentation (Description/Statement of Work/Need)
 - Obtain approval ... forward to Comptroller for Funds Certification
 - National Stock Number items, submit through Logistics Readiness

- **Deployed Comptroller Office (FM)**

- Approve request (Legal and Prudent requirement)
 - Certify Funds ... forward to CONS

- **Deployed Contracting Office (CONS)**

- Establish Fair and Reasonable pricing
 - Award and distribute Contractual Documents ... copy to Customer

- **Requestor (You, the Customer)**

- Receive and Inspect Items
 - Complete localized receiving report

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The AF Form 9 and Contracting Methods

- **THE AIR FORCE FORM 9**
 - Attached handout gives instructions and examples
 - PR Description Policy Letter
- **OBLIGATING FUNDS**
 - Stewards of Taxpayer Dollars
 - The CCO, FM, and Customer
- **CONTRACTING METHODS**
 - Purchase Orders / Contracts

REQUEST FOR PURCHASE		NO.
INSTALLATION	DATE	
TO: CONTRACTING OFFICER	CLASS	
THROUGH:	CONTRACT, PURCHASE ORDER OR DELIVERY NO.	
FROM: (Insert RC/CC, if applicable)		
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE		
Purchased For? Deliver To?		
Delivered NLT?		
<div>We require a GOOD Description here</div> <div>Also, please designate if this is for</div> <div>“Airfield Operations”</div> <div>If so indicated, it'll be our #1 Priority!</div>		
TOTAL		
PURPOSE		
DATE	TYPE NAME AND GRADE OF REQUESTING OFFICIAL	SIGNATURE
		TELEPHONE NO.
DATE	TYPE NAME AND GRADE OF APPROVING OFFICIAL	SIGNATURE
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.		
ACCOUNTING CLASSIFICATION		AMOUNT
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL	SIGNATURE

AF FORM 9, 19770301

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Typical Deployed Contractual Requirements

- **CE / Construction**
 - **Anti-Terrorism / Force Protection Projects (Vehicle Search Areas)**
 - **Base Course, Electric, Plumbing, Heavy Equipment**
 - **AIRFIELD OPERATIONS, PRIORITY #1 (Designate on Form 9!)**
- **Services**
 - **Dining Facility and Potable Water**
 - **Billeting Arrangements**
 - **Sanitation and Laundry Services**
- **Commodities / Supplies**
 - **Quality of Life Items (Fitness Equipment, etc.)**
 - **Communication Equipment (Cell Phones, Radios, ADPE)**
 - **Transportation and Equipment Rental**
 - **Day-to-Day Operations**

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Sole Source / Brand Name Justifications

- **SOLE SOURCE:**
 - **A contract for the purchase of supplies or services that is entered into or proposed to be entered into after soliciting and negotiating with only one source.**
 - **Must be accompanied by a sole source justification letter!**

- **BRAND NAME:**
 - **Exists when the requirement only allows for one manufacturer's item to fill a customer's need.**
 - **Must be accompanied by a brand name justification letter!**

- **REFER TO HANDOUT FOR JUSTIFICATIONS**

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Unauthorized Commitments and Contracting Officer Authority

- **An Unauthorized Commitment Occurs when:**
 - **Someone without proper authority (implied) obligates or de-obligates the government**
- **Implied versus Express (warranted) authority**
 - **Contracting's authority flows from Secretary of Air Force**
 - **Through the Assistant Secretary of AF (Acquisition)**
 - **To the commanders of the organizations;
designated the Head of Contracting Activities (HCA)**
 - **HCA designates the CCO (HCA designee) in writing,
via a "Warrant" upon completion of
certified training courses**

I n t e g r i t y - S e r v i c e - E x c e l l e n c e



The Ratification Process

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- **The Ratification Process (Corrective Actions):**
 - **Individual submits written statement with all pertinent facts**
 - **Commanders forward a statement of facts and disciplinary actions taken and steps to prevent this from occurring again**

- **CCO can only ratify if all requirements are met:**
 - **Funds were available (FM)**
 - **Government received benefit (Bonafide Need)**
 - **Contracting personnel would have procured (Legal/Prudent)**
 - **Fair and Reasonable pricing**

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Questions?

ECONS ... Behind the Scene Spending the Green



Expeditionary Combat Support: Anytime ... Anywhere!

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